



IDOE State Update: Cooperative Education

IICCA Conference Turkey Run


June 15, 2004

Presenter:

Barbara K. Beadle, Program Specialist

Business, Marketing, &

Cooperative Education IDOE



Guidelines and Procedures For Cooperative Education

June 2002

Updated 2005



511 IAC 8-2-4 Program requirements

Authority: IC 20-1-1-6

Affected: IC 20-1-1-6; IC 20-1-18.1

- ◆ Sec. 4. Programs. The LEA shall insure that:
 - ◆ (A) The student-to-teacher ratio for the program is commensurate with the particular program area.
 - ◆ (B) Safety is taught as an integral part of the instructional program, both in the classroom and the training station.
 - ◆ (C) The program is directly related to employment opportunities as classified in the most recent edition of the Dictionary of Occupation Titles and Occupational Outlook Handbook. Individual student career objectives are on file within the LEA.
- ◆ Written program goals, objectives, or curriculum are available for each program area.



Sec. 5. Cooperative Education Method.

- ◆ (A) A training agreement explaining the essential features of the program and outlining the responsibilities of each party concerned is on file for each student in the teacher-coordinator's office. The training agreement shall be signed by the student, employer, parent, and teacher-coordinator.
- ◆ (B) A schedule of on-the-job training experiences (training plan) for each student is drawn up cooperatively with each employer and is on file in the teacher-coordinator's office. All hazardous equipment to be operated by the student shall be identified in the training plan. The training plan shall be signed by the student, employer, parent, and teacher-coordinator.
- ◆
- ◆ (C) Employment of students in the program complies with all state and federal laws pertaining to the employment of youth including minimum wage regulations.
- ◆



Sec. 5. Cooperative Education Method.

- ◆ (D) Related classroom instruction is provided for all students. Credit given for the related classroom instruction is in addition to the credit given for on-the-job training.
- ◆ (E) Students shall be allowed time from their daily school schedule to participate in cooperative education.
- ◆ (F) Students shall be employed an average of not less than fifteen (15) hours per week during the school year. Modifications will be considered for disadvantaged and handicapped students.
- ◆ (G) The teacher-coordinator shall have time scheduled for coordination activities during the same time students are released for on-the-job training.



Table of Contents

- ◆ Acknowledgements
- ◆ Preface
- ◆ Introduction
- ◆ Indiana Administrative Code
- ◆ Course Descriptions
 - Business Cooperative Experience
 - Occupational Family and Consumer Sciences
 - ICE
 - Industrial Cooperative Training
 - Marketing Field Experience



Table of Contents, cont

- ◆ Section I: Cooperative Education Programs
- ◆ Section II: Responsibilities
- ◆ Section III: Advisory Committees
- ◆ Section IV: Related Class
- ◆ Section V: On-the-Job Training
- ◆ Appendix



ICE

- ◆ Related Instruction
 - Course Number 5902
 - CIP Code: Based on Student's Career Objective
- ◆ On-the-Job Training
 - Course Number 5900
 - CIP Code: Based on Student's Career Objective
- ◆ A six credit course (2 credits related instruction; 4 credits work experience) offered over two semesters
- ◆ Suggested Grade Level: 11-12



Recommended Outline Related

- ◆ Career Planning
- ◆ Communication
- ◆ Computation
- ◆ Economics
- ◆ Employment
- ◆ Human Relations
- ◆ Life Skills
- ◆ Safety/Wellness

A collection of historical artifacts is arranged on a light-colored surface. In the top left, a portion of a wooden chessboard with a checkered pattern and several chess pieces is visible. Below the chessboard, there are two medals: one with a red ribbon and a white star, and another with a blue ribbon and a white star. A small, round, silver-colored compass is located in the bottom left corner. A pair of round, gold-rimmed glasses with thin temples is positioned in the center. The text "Co-op Related Class Standards" is overlaid on the right side of the image.

Co-op Related Class Standards

Human Relations



Human Relations (6)

- ◆ 6.1 Students understand the personal qualities that affect success.
 - 6.1.1 Demonstrate appropriate appearance for occasion
 - Utilize appropriate etiquette for occasion
 - Distinguish between ethical and non-ethical behaviors



MarkED Resource Center

- ◆ Ready For Work (Promotes co-op)
- ◆ Ready, Set, Complete! (Economics LAP)
- ◆ Own Your Own (Professional Dev. LAP)
- ◆ Customer Service Supersized!
(Product/Service Management LAP)
- ◆ \$50 credit memo for product
- ◆ <http://www.Mark-ED.org>



CIP Funding Crosswalk

- ◆ <http://www.doe.state.in.us/octe>
- ◆ PDF format for downloading
- ◆ List crosswalk in order of career clusters



Vocational Funding Scale

(Reimbursement per Student per Credit Hour)

	More Than Moderate Demand	Moderate Demand	Less Than Moderate Demand
More Than Moderate Wage	\$ 450	\$ 375	\$ 300
Moderate Wage	\$ 375	\$ 300	\$ 225
Less Than Moderate Wage	\$ 300	\$ 225	\$ 150



Services Available From OCTE

- ◆ Curriculum Development
- ◆ Professional Development
- ◆ Technical assistance to schools
- ◆ On-site visits when requested
- ◆ Web Site: www.doe.state.in.us/octe/bme
 - Current information will be on web site including newsletters, curriculum, updates, professional development opportunities, etc.



For Information Contact

Barbara K. Beadle, Specialist
Business & Marketing Education
Career & Technical Education

Room 229 State House

Indianapolis IN 46204-2798

(317) 232-9179-Office (317) 232-9121-Fax

(317) 849-5365-Home

bbeadle@doe.state.in.us

www.doe.state.in.us/octe/bme